

UCR Help – Editing a Supplement to the Return A

All agencies are asked to complete a Supplement to the Return-A Report on a monthly basis after creating a Return-A report. The Supplement requires that a value be established for property stolen and recovered in each Crime Index category except aggravated assault. It is necessary to create a Return-A report for the month being reported before creating any supplemental reports for that month.

The following steps should be followed to edit a Supplement to the Return A:

1. At the UCR Welcome Screen, click **“Enter UCR”**. Before an individual can access the UCR website or create a new report, the agency and the agency’s designated users must be registered with the MSHP UCR Program Office. After registering, they must be approved by the MSHP UCR Program staff. Once approved, the agency’s authorized users can submit monthly UCR data to the central repository through the website. For more information on this subject see Registration.
2. Enter User Name and Password. To enter the UCR website, an individual will need to enter the User Name and Password assigned to them by the MSHP UCR Program staff. Type the letters just as they were assigned to you, as the user name and password are **case sensitive**. If your User Name was registered as “BILL” and you type “Bill” the system will not accept your user name. You must type it exactly as registered.

Note: The User Name and Password are assigned to authorized users at the agency by the MSHP UCR Program staff. The user name and password used for accessing the UCR website may be different than those used to access the computer or network at the agency.

After successfully entering your user name and password, you will be taken to the UCR Homepage (shown below.)

	Form	Agency ORI	Agency Name	Completion	Approval
✗	11/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
	SuppA created 11/14/2001 01:49:17 PM by ron beck Over18 created 12/26/2001 09:56:21 AM by Bill Ault				
✗	10/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
	Under18 created 11/28/2001 07:41:32 AM by John Doyle SHR created 11/28/2001 08:24:57 AM by John Doyle				
✓	09/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Complete	Pending
✓	04/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP	Complete	Pending

All reports (forms) previously submitted to the UCR Program Office are displayed in the “Reports By Date” window (shown above). The reports are listed by date with the completion and approval status indicated.

The completion status indicates whether or not a monthly UCR package (Return A and required supplemental reports) have been submitted to the UCR Program Office. The approval status indicates whether or not the UCR package has been reviewed for correctness by staff at the UCR Program office. Pending indicates that a report is waiting to be reviewed by staff at the UCR Program Office. Once approved, the approval status will indicate “Approved”. The Return A is considered completed when the completion status is “Complete” and the approval status is “Approved”.

- A list of available Return-A forms will be displayed in the **Reports by Date** window on the UCR homepage (shown below.) Locate and double click on the Supplement to the Return-A that requires modification.

Reports By Date

Form	Agency ORI	Agency Name	Completion	Approval
11/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
SuppA created 11/14/2001 01:49:17 PM by ron beck Over18 created 12/26/2001 09:56:21 AM by Bill Ault				
10/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending

- Click the “Edit” button, located in the upper left corner of the Supplement to the Return A.

UNIFORM CRIME REPORTING

SUPPLEMENT TO RETURN A

- Make the necessary changes to the information in the **Property by Type and Value** and **Property Stolen by Classification** tables (shown below). There are a number of validation requirements when entering information into these tables. All of the following requirements must be met in order to submit the form:
 - All monetary entries must be rounded to the nearest dollar.
 - The number of actual offenses entered in the Criminal Homicide Section (row 12) of the Supplement must equal the number of actual offenses entered in the Criminal Homicide field (row 11, column 4) of the Return-A.

Supplement to the Return-A			Return-A			
CLASSIFICATION		Number of actual offenses (column 4 Return A)	1 Classification of offenses	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e., false or baseless complaints	4 Number of actual offenses (column 2 minus column 3) (include attempts)
1. Murder and Nonnegligent Manslaughter	12	2	1. Criminal Homicide			
2. Forcible Rape	20	4	A. Murder/negligent homicide	11	3	1
3. Robbery			B. Manslaughter by negligence	12	2	0
(A) Highway (Streets, Alleys, etc.)	31	4	2. Forcible Rape Total	20	4	0
(B) Commercial House (Except C, D, and F)	32	0	A. Rape by Force	21	3	0
(C) Gas or Service Station	33	0	B. Attempts to Commit Forcible Rape	22	1	0
(D) Convenience Store	34	1	3. Robbery Total	20	5	0
(E) Residence (Anywhere on Premises)	35	0				
(F) Bank	36	0				

Must Equal

- The number of actual offenses entered in the Forcible Rape Section (row 20) of the Supplement must equal the number of actual offenses entered in the Forcible Rape Total field (row 20, column 4) of the Return-A.

Supplement to the Return-A			Return-A			
CLASSIFICATION		Number of actual offenses (column 4 Return A)	1 Classification of offenses	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e., false or baseless complaints	4 Number of actual offenses (column 2 minus column 3) (include attempts)
1. Murder and Nonnegligent Manslaughter	12	2	1. Criminal Homicide			
2. Forcible Rape	20	4	A. Murder/nonnegligent homicide	11	3	1
3. Robbery			B. Manslaughter by negligence	12	2	0
(A) Highway (Streets, Alleys, etc.)	31	4	2. Forcible Rape Total	20	4	0
(B) Commercial House (Except C, D, and F)	32	0	A. Rape by Force	21	3	0
(C) Gas or Service Station	33	0	B. Attempts to Commit Forcible Rape	22	1	0
(D) Convenience Store	34	1	3. Robbery Total	30	5	0
(E) Residence (Anywhere on Premises)	35	0				
(F) Bank	36	0				

Must Equal

- The number of actual offenses entered in the Robbery Section (rows 31-37) of the Supplement (shown below) must equal the number of actual offenses entered in the Robbery Total field (row 30, column 4) of the Return-A.

Supplement to the Return-A			Return-A			
3. Robbery				and attempts)		attempts)
(A) Highway (Streets, Alleys, etc.)	31	9	1. Criminal Homicide			
(B) Commercial House (Except C, D, and F)	32	0	A. Murder/nonnegligent homicide	11	3	1
(C) Gas or Service Station	33	2	B. Manslaughter by negligence	12	2	0
(D) Convenience Store	34	0	2. Forcible Rape Total	20	4	0
(E) Residence (Anywhere on Premises)	35	3	A. Rape by Force	21	3	0
(F) Bank	36	0	B. Attempts to Commit Forcible Rape	22	1	0
(G) Miscellaneous	37	3	3. Robbery Total	30	17	0
TOTAL ROBBERY	30	17	A. Firearm	31	7	0
			B. Knife or Cutting Instrument	32	3	0
			C. Other Dangerous Weapon	33	4	0
			D. Strong Arm (Hands, Fists, Feet, etc.)	34	3	0

Must Equal

- The number of actual offenses entered in the Burglary Section (rows 51-56) of the Supplement (shown below) must equal the number of actual offenses entered the Burglary Total field (row 50, column 4) of the Return-A.

Supplement to the Return-A			Return-A			
5. Burglary - Breaking or Entering						
(A) Residence (Dwelling)			C. Other Dangerous Weapon	43	2	0
(1) Night (6 P.M. - 6 A.M.)	51	4	D. Hands, Fists, Feet, etc - Aggravated Injury	44	2	0
(2) Day (6 A.M. - 6 P.M.)	52	3	E. Other Assaults - Simple, Not Aggravated	45	9	0
(3) Unknown	53	4	5. Burglary Total	50	34	0
(B) Non-Residence (Store, Office, etc.)	54	17	A. Forcible Entry	51	24	0
(1) Night (6 P.M. - 6 A.M.)	54	17	B. Unlawful Entry - No Force	52	9	0
(2) Day (6 A.M. - 6 P.M.)	55	3	C. Attempted Forcible Entry	53	1	0
(3) Unknown	56	3	6. Larceny - Theft Total (Except Motor Vehicle Theft)	60	141	0
TOTAL BURGLARY	50	34	7. Motor Vehicle Theft Total	70	26	4
6. Larceny - Theft (Except Motor Vehicle Theft)			A. Autos	71	16	2
			B. Trucks and Buses	72	4	1

Must Equal

- The number of actual offenses entered in the Larceny Section (rows 61-63) of the Supplement must equal the number of actual offenses entered in the Larceny-Theft Total field (row 60, column 4) of the Return-A.

Supplement to the Return-A				Return-A			
6. Larceny - Theft (Except Motor Vehicle Theft)	61	74		B. Unlawful Entry - No Force	52	9	0
(A) \$200 and Over	62	60		C. Attempted Forcible Entry	53	1	0
(B) \$50 to \$199	63	7		6. Larceny - Theft Total (Except Motor Vehicle Theft)	60	141	0
(C) Under \$50	60	141		7. Motor Vehicle Theft Total	70	26	4
TOTAL LARCENY (SAME AS ITEM 6X)				A. Autos	71	16	2

Must Equal

- The number of actual offenses entered in the Motor Vehicle Theft Section (row 70) of the Supplement must equal the number of offenses entered in the Larceny-Theft Total field (row 70, column 4) of the Return-A.

7. Motor Vehicle Theft Total	70	26	4	22	TOTAL LARCENY (SAME AS ITEM 6X)	60	10
A. Autos	71	16	2	14	7. Motor Vehicle Theft (Include Alleged Joy Ride)	70	22
B. Trucks and Buses	72	4	1	3	GRAND TOTAL - ALL ITEMS	77	
C. Other Vehicles	73	6	1	5	Additional Analysis of Larceny and Motor Vehicle Theft		

Must Equal

- The monetary value of all Stolen property as entered in rows 12-70 of the Property Stolen by Classification table must equal the monetary value of the stolen property in rows 1-11 of the Property by Type and Value table.

Property Stolen by Classification Table				Property by Type and Value Table			
TOTAL BURGLARY	50	34	\$9,710	(D) Firearms	07	6052	
6. Larceny - Theft (Except Motor Vehicle Theft)	61	74	15972	(H) Household Goods	08	4973	
(A) \$200 and Over	62	60	9500	(I) Consumable Goods	09	300	
(B) \$50 to \$199	63	7	175	(J) Livestock	10	0	
(C) Under \$50	60	141	\$24,727	(K) Miscellaneous	11	14347	
7. Motor Vehicle Theft (Include Alleged Joy Ride)	70	22	\$42045	TOTAL	00	\$80,117	
GRAND TOTAL - ALL ITEMS	77		\$80,117				

Must Equal

- The Number of Actual Offenses entered in Larceny-Theft (rows 61-63) must equal the Number of Actual Offenses entered in Nature of Larcenies Under Item 6 (columns 81-89).
- The Monetary Value of Property Stolen under Larceny-Theft (rows 61-63) must equal the Monetary Value of Property Stolen under Nature of Larcenies Under Item 6 (columns 81-89).

6. Larceny - Theft (Except Motor Vehicle Theft)	61	74	15972	61. Nature of Larcenies under Item 6	81	26	9031
(A) \$200 and Over	62	60	8380	(A) Pocket - Picking	82	3	28
(B) \$50 to \$199	63	7	175	(B) Purse - Snatching	83	69	1240
TOTAL LARCENY (SAME AS ITEM 6X)	60	141	\$24,727	(D) From Motor Vehicles (Except E)	84	25	1138
7. Motor Vehicle Theft (Include Alleged Joy Ride)	70	22	\$42045	(E) Motor Vehicle Parts and Accessories	85	1	25
GRAND TOTAL - ALL ITEMS	77		\$80,117	(F) Bicycles	86	1	135
Additional Analysis of Larceny and Motor Vehicle Theft				(G) From Building (Except C and H)	87	1	90
				(H) From any Coin-Operated Machines (Parking Meters, etc.)	88	5	1400
				(I) All Other	89	10	11640
				TOTAL LARCENIES (SAME AS ITEM 6)	80	141	\$24,727

Must Equal

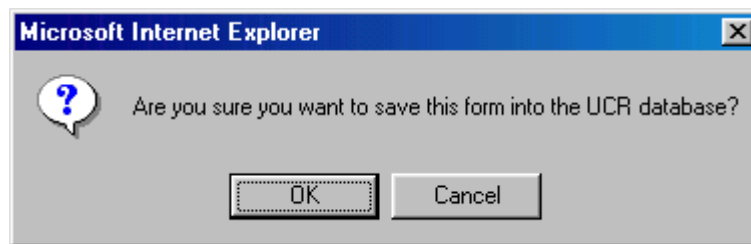
6. When you have completed entry of the supplemental data, click the **“Zero-fill Remaining Fields”** button, located at the bottom of the page. Before a report can be submitted to the UCR Program Office all the fields must contain a value. To ensure all fields have a value, a user should click the **“Zero-fill Remaining Fields”** button. This automatically puts a zero in all empty fields.

Zero-fill Remaining Fields

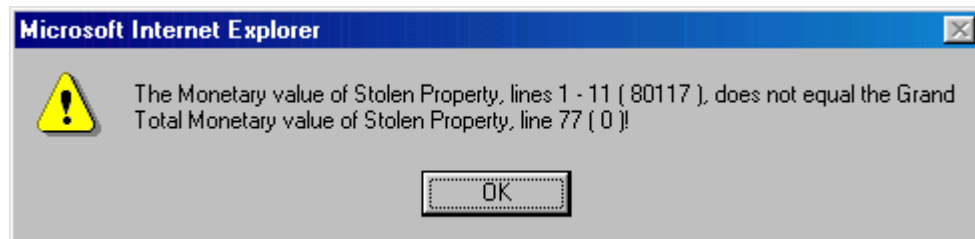
SUBMIT

SUBMIT
& REVIEW

7. After completing all modifications, click the **“Submit”** or **“Submit & Review”** button to submit the form. The **“Submit”** button returns you to the UCR Homepage. The **“Submit & Review”** button returns you to the Return-A allowing you to view the changes. Either button will allow data to be saved.
8. You will be prompted with the message **“Are you sure you want to save this form to the UCR database?”** Click **“Yes”** to submit your changes or click **“Cancel”** to return to the Supplemental Return – A and make further modifications.



NOTE: If any of the validation requirements mentioned in step 5 are not met, you will not be allowed to submit the form. An error message, such as the one that follows, will be displayed describing where the discrepancy is located. If you receive a message such as this, click “OK”, locate and fix the error, and resubmit the form.



9. If you chose the **“Submit”** button and the Supplemental Return – A was submitted without error, the message **“Your Document has been saved!”** will appear and you can continue to the next form by clicking **“Click Here”** and selecting the next form from the table at the bottom of the Return – A Form. If you see a message indicating your Supplemental Return – A was not successfully saved, note the reason given and click the **“Click here to return to your Supp A form”** link. Make the necessary changes to your Supplemental Return – A Form and resubmit.

If you chose **“Submit & Review”** and the Supplemental Return-A was submitted without error, you will be returned to the Supplemental Return-A form where you can review submitted modifications and make any further changes that may be necessary.